

To: Smith, Sharon[smith.sharon@epa.gov]; Terada, Calvin[Terada.Calvin@epa.gov]; Adams, Wendy[adams.wendy@epa.gov]
From: Johnson, Jennifer S.
Sent: Fri 8/14/2015 4:57:48 PM
Subject: Can you review this? Any comments or changes?

This is my draft for travel preparers and timekeepers.

Good Morning,

As you may know the region is assisting R8 and R9 on several emergency responses as this time (Gold King Mine, Typhoon Soudelor.) We are anticipating that more staff will be asked to deploy through the Response Support Corps and want to make sure that we track the travel and timekeeping for the different responses accordingly. To help manage this, we are asking that any travel related to deployments be done by Sharon Smith in ECL.

Accounts for timekeeping will be incident specific and guidance will be provided as deployment decisions are made. Feel free to let me know if you have any questions.

Jennifer Johnson

Budget Analyst, Emergency Management Program, R10

U.S. Environmental Protection Agency

206-553-8037